

OCHR FACTSHEET

Direct Hire Authority

Issued: February 2015

OPERATION HIRING SOLUTIONS

This Fact Sheet:

- Explains Direct Hire Authorities
- Identifies positions covered under Direct Hire Authority
- Provides instructions on how to get started using or creating Direct Hire Authority

Background

Direct Hire Authority (DHA) is a hiring authority that the Office of Personnel Management (OPM) and Congress grants to federal agencies for filling vacancies when critical hiring needs or severe shortage of candidates exists. DHA enables hiring managers to hire, after public notice is given (e.g., USAJOBS posting), any qualified applicant. DHA also expedites hiring by eliminating competitive rating and ranking.

Benefits of Using Direct Hire Authority

- Fills severe shortage or critical hiring need positions quickly
- Allows applicants to be considered without ranking
- Includes permanent and time-limited positions (Temp and Term)

Types of Positions Covered Under Direct Hire Authority

Positions classified as severe shortage or critical hiring need, excluding Excepted Service and Senior Executive Service positions. Current DHA include:

OPM provided government-wide DHA at all locations:

- Medical Occupations at all grade levels for Diagnostic Radiologic Technologist General Schedule (GS)-0647, Medical Officer GS-0602, Nurse GS-0610/0620, and Pharmacist GS-0660
- Information Technology Management (Information Security) GS-2210 at the GS-9 and above levels (or equivalent)
- Veterinary Medical Officer positions GS-0701 at the GS-11 through GS-15 grade levels (or equivalent)

Congress provided DHA for Science and Engineering Positions for designated Science and Technology Reinvention Labs (STRL):

- For professional positions in Scientific and Engineer (S&E) occupations
- Qualified applicants must meet positive education requirement in S&E field of study directly related to the duties of the position to be filled
- Designated DON STRLs:
 - Naval Sea Systems Command (NAVSEA) Naval Surface Warfare Centers
 - Naval Air Systems Command (NAVAIR), Weapons and Aircraft Divisions
 - Space and Naval Warfare Systems Command (SPAWAR) Space and Naval Warfare Systems Center (SSC)
 - Office of Naval Research (ONR)
 - Naval Research Laboratory (NRL)

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Frequently Asked Questions

Q. How do I obtain Direct Hire Authority?

A. A request to OPM through the Office of Civilian Human Resources may be submitted for specific positions that are not previously covered, or OPM may decide independently that a severe shortage of candidates or critical hiring need exists. Templates are available to assist in writing a request on the OPM Direct Hire website: <http://archive.opm.gov/DirectHire/factsheet.asp>.

Q. Is there a cost for using Direct Hire Authority?

A. No. There are no additional costs associated with using Direct Hire Authority.

Q. Must the selectee meet all qualification requirements prior to appointment when using Direct Hire Authority?

A. Yes. Since positions are announced through public notice, candidates will be screened to ensure they meet all requirements of the position.

Q. What is the likelihood of approval by OPM for a new Direct Hire Authority?

A. OPM Direct Hire Authority approval is difficult. There must be clear evidence (hard copy) showing the critical need or severe shortage of candidates for each occupational series, grade level. Evidence must be current (within the last year) and substantiate a compelling case.

Q. Are Direct Hire selections subject to Priority Program clearance?

A. Yes. Selections are subject to Priority Program clearance.

Getting Started

If you are interested in using a Direct Hire Authority for your next recruitment, please work with your local HR Advisor and servicing OCHR Operations Center to determine if this authority is available for use and is the right recruitment method for your position.

Requests to establish a new DHA in collaboration with your local HR Advisor and OCHR Operations Center must contain specific information, including:

- Evidence describing the event that created the critical hiring need
- List of the positions that need to be filled
- Expected duration of the critical hiring need, and
- Reason why other hiring authorities or flexibilities have not worked in the past

Where to Find Additional Information

For more information on using Direct Hire Authority, please visit:

<http://archive.opm.gov/DirectHire/factsheet.asp>

This website provides:

- Frequently asked questions for HR professionals and hiring managers
- Information on Direct Hire Authority and veterans' preference
- Instructions on how to obtain Direct Hire Authority from OPM

Still Need Assistance?

For additional questions on Direct Hire Authority, email DONhrFAQ@navy.mil.



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